

Example of KRS 12:210 Letter

Note: The following departments do not require this letter:

Attorney General (31-040)
Governor's Office (31-090)
LT. Governor's Office (31-085)
Public Advocacy (31-515)

[Date]

The Honorable **[Governor's Name]**
Governor of Kentucky
State Capitol Building
Frankfort, KY 40601

Dear Governor **[Last Name]**:

As provided by KRS 12:210, this is to request your approval of the appointment of **[Name]** to the position of Staff Attorney I, **[Agency]** to be effective **[Date]**.

Sincerely,

[Cabinet Secretary]

APPROVED:

[Name], Secretary
PERSONNEL CABINET

[Name]
GOVERNOR OF KENTUCKY